

## A GUIDE TO THE FUNDING COMMITMENT REPORT

Attached to this letter will be a report for each E-rate funding request from your application. We are providing the following definitions.

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**FUNDING STATUS:** Each FRN will have one of three definitions: "Funded," "Not Funded," or "As Yet Unfunded."

1. An FRN that is "Funded" will be approved at the level that SLD determined is appropriate for that item. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds will be committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision," and amplification of that explanation may be offered in the section, "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for internal connections at a particular discount level. For example, if your application included requests for discounts on both telecommunications services and internal connections, you might receive a letter with our funding commitment for your telecommunications funding requests and a message that your internal connections requests are "As Yet Unfunded." You would receive a subsequent letter(s) regarding the funding decision on your internal connections requests.

**SERVICES ORDERED:** The type of service ordered from the service provider, as shown on Form 471.

**SPIN (Service Provider Identification Number):** A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

**SERVICE PROVIDER NAME:** The legal name of the service provider.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.

**BILLING ACCOUNT NUMBER:** The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**EARLIEST POSSIBLE EFFECTIVE DATE OF DISCOUNT:** The first possible date of service for which the SLD will reimburse service providers for the discounts for the service.

**CONTRACT EXPIRATION DATE:** The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

**SITE IDENTIFIER:** The Entity Number listed in Form 471, Block 5, Item 22a will be listed. This will appear only for "site specific" FRNs.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES:** Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service provided in the funding year.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES:** Annual eligible non-recurring charges approved for the funding year.

**PRE-DISCOUNT AMOUNT:** Amount in Form 471, Block 5, Item 23, Column I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: This is the discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse service providers for the approved discounts for this service for this funding year. It is important that you and the service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry may amplify the comments in the "Funding Commitment Decision" area.



# FUNDING COMMITMENT REPORT

Form 471 Application Number: 313341  
Funding Request Number: 820443 Funding Status: As Yet Unfunded  
Services Ordered: Internal Connections  
SPIN: 143006222 Service Provider Name: McInnis Electric, Inc.  
Contract Number: N/A  
Billing Account Number: CCC/.Agricultural High Sc  
Earliest Possible Effective Date of Discount: 07/01/2002  
Contract Expiration Date: 06/30/2003  
Site Identifier: 42750  
Annual Pre-discount Amount for Eligible Recurring Charges:  
Annual Pre-discount Amount for Eligible Non-recurring Charges:  
Pre-Discount Amount:  
Discount Percentage Approved by the SLD:  
Funding Commitment Decision:



Schools and Libraries Division  
Box 125 Correspondence Unit  
80 South Jefferson Road  
Whippany, New Jersey 07981

**TIME SENSITIVE MATERIAL**

01154  
COAHOMA AGRICULTURAL HIGH SCHOOL DIST  
Carol Borgognoni  
3240 FRIARS POINT RD  
CLARKSDALE, MS 38614-9359





**FUNDING COMMITMENT DECISION LETTER**

(Funding Year 2002: 07/01/2002 - 06/30/2003)

October 8, 2002

COAHOMA AGRI HIGH SCHOOL DIST  
Carol Borgognoni  
3240 FRIARS POINT RD  
CLARKSDALE, MS 38614-9359

Re: Form 471 Application Number: 313341  
Funding Year 2002: 07/01/2002 - 06/30/2003  
Billed Entity Number: 128535  
Applicant's Form Identifier: CAHS471D

Thank you for your Funding Year 2002 E-rate application and for any assistance you provided throughout our review. We have completed review of your Form 471. This letter is to advise you of our decision(s).

**FUNDING COMMITMENT REPORT**

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. We have reviewed each Discount Funding Request on your Form 471 application and have assigned a Funding Request Number (FRN) to each Block 5. The enclosed report includes a list of the FRNs from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) upon the filing of your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that defines each line of the Report.

**NEXT STEPS**

**FILE FORM 486.** Once you have reviewed this letter and have determined that some or all of your requests have been funded, your next step to facilitate receipt of discounts as featured in this letter will be to file an FCC Form 486 with the SLD. The Form 486 notifies the SLD to begin payment to your service provider and provides certified indication that your technology plan(s) has been approved by an SLD certified Technology Plan Approver. The Form 486 and instructions and the list of SLD certified Technology Plan Approvers can be found on the SLD web site at <[www.sl.universalservice.org](http://www.sl.universalservice.org)> or you can call the SLD Client Service Bureau at 1-888-203-8100 and ask that the form be sent to you. The Form 486 dated July, 2001 in the lower right corner MUST be used for Funding Year 2002 and for any previous funding years. Submissions of earlier versions of the Form 486 will be returned to you and will not be able to be processed. As you complete Form 486, you should also contact your service provider to verify they have received notice from the SLD of your funding commitments. After the SLD processes your Form 486, we can process invoices for services that have been provided to you.

**DEADLINE FOR FORM 486.** Form 486 must be postmarked within 120 days of the Service Start Date featured on the Form 486 or within 120 days of the date of the Funding Commitment Decision Letter, whichever is later. If the Form 486 is postmarked after the later of those two dates, the date 120 days before the Form 486 postmark date will become the start date for discounted services. If the service start date is moved, your funding commitment may be reduced. You are advised to keep proof of the date of mailing of your form(s).

**REVIEW CIPA REQUIREMENTS.** On December 21, 2000, the Children's Internet Protection Act (CIPA) was signed into law. That law requires schools and libraries that receive Universal Service discounts for certain services to adopt an Internet safety policy incorporating the use of filtering or blocking technology on computers with Internet access as a condition of receiving those discounts. Funding Year 2002 may be the Second Funding Year for purposes of CIPA for one or more schools and/or libraries represented on your Form 486. (Funding Year 2002 is the Second Funding Year for purposes of CIPA for a school or library if a Form 486 for internet access or internal connections was successfully data entered for Funding Year 2001. See the section of the Form 486 Instructions entitled "Impact of CIPA Requirements on Form 486" for more information on First, Second and Third Funding Years.) If Funding Year 2002 is the Second Funding Year for purposes of CIPA for one or more schools and/or libraries represented on your Form 486, those school(s) and/or library(ies) must certify that they are in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for Funding Year 2002. Certification(s) for purposes of CIPA and CIPA waiver request(s) must be made on the Form 486 or the Form 479, whichever is appropriate. See the Form 486 Instructions and the Form 479 Instructions for more information. You may also refer to the SLD web site at <www.sl.universalservice.org> or call the Client Service Bureau at 1-888-203-8100 for more information about Form 486, Form 479, and the requirements of CIPA.

**FILE FORM 472 (APPLICANT) or FORM 474 (SERVICE PROVIDER).** After a Form 486 has been properly filed, the SLD must receive an invoice from either the applicant or the service provider in order to make payments for approved discounts on eligible services. Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, is filed by the applicant; Form 474, Service Provider Invoice Form, is filed by the service provider.

**NEW DEADLINES FOR INVOICES.** Invoices must be postmarked within 90 days of the last date to receive service or within 90 days of the date of the Form 486 Notification Letter, whichever is later. If an invoice is postmarked after the later of those two dates, payment will be denied.

#### **TO APPEAL THESE FUNDING COMMITMENT DECISIONS**

If you wish to appeal the Funding Commitment Decision(s) (FCD) indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which FCD Letter you are appealing. Indicate the relevant funding year and the date of the Funding Commitment Decision Letter. Your letter of appeal must also include the applicant name, the Form 471 Application Number, and the Billed Entity Number from the top of your FCD Letter.
3. Identify the particular Funding Request Number (FRN) that is the subject of your appeal. When explaining your appeal, include the precise language or text from the Funding Commitment Decision Letter that is at the heart of your appeal. By pointing us to the exact words that give rise to your appeal, the SLD will be able to more readily understand and respond appropriately to your appeal. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket Nos. 96-45 and 97-21 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options because of continued substantial delays in mail delivery.

to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the universal service mechanisms for schools and libraries. FCC Form 471 Applicants who have received funding commitments continue to be subject to audits and other reviews that SLD or the Federal Communications Commission may undertake periodically to assure that funds have been committed and are being used in accordance with all such requirements. If the SLD subsequently determines that its commitment was erroneously issued due to action or inaction, including but not limited to that by SLD, the Applicant, or Service Provider, and that the action or inaction was not in accordance with such requirements, SLD may be required to cancel these funding commitments and seek repayment of any funds disbursed not in accordance with such requirements. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

We look forward to continuing our work with you on connecting our schools and libraries through advanced telecommunications services.

Sincerely,

Schools and Libraries Division  
Universal Service Administrative Company

Enclosures

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Contract Number: N/A  
Billing Account Number: CCC/.Agricultural High Sc  
Earliest Possible Effective Date of Discount: 07/01/2002  
Contract Expiration Date: 06/30/2003  
Site Identifier: 42750  
Annual Pre-discount Amount for Eligible Recurring Charges: \$.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$53,556.13  
Pre-Discount Amount: \$53,556.13  
Discount Percentage Approved by the SLD: 90%  
Funding Commitment Decision: \$48,200.52 - FRN approved; modified by SLD  
Funding Commitment Decision Explanation: The dollars requested were reduced to remove the ineligible firewall and website filtering.

10-8-02  
10-1-8-02

File

SPIN changed



To: "'Carol Borgognoni'" <cborgognoni@mde.k12.ms.us>  
Date: 11/26/2002 9:10:33 AM  
Subject: RE: ERATE FUNDS Coahoma AHS

Carol,  
I reviewed this with our owner this morning and he agreed to work with you on your request for a spin change. We are not familiar with the procedure but I expect that a letter will have to be written by you and signed by us. I am also told that it should be carefully composed.

Best regards,  
Larry Hamel

----- Original Message -----

From: Carol Borgognoni [mailto:cborgognoni@mde.k12.ms.us]  
Sent: Monday, November 25, 2002 3:41 PM  
To: lphamel@mcinnisco.com  
Subject: ERATE FUNDS Coahoma AHS

I would like to find out if I can do a SPIN change on the items and work that McInnis had quoted to Coahoma AHS on 3/1/02. The work that was included in the quote was being funded through a grant we received this year. I was not sure if the school was going to receive the erate funds and vendors were calling me everyday trying to get me to order the equipment from them because they were on the EPL. They were all telling me I did not have to have two quotes because of the EPL, and I was just getting aggravated and confused. To eliminate having to choose one, I published a formal RFP. During the weeks of the bidding, we received a letter from Erate stating we had received our erate funds for internal connections. At that time, I still did not know that there would be a problem with the bid. I was under the assumption that all I had to do is complete a Vendor Change form and that would take care of everything. The bid was awarded to a company in Tennessee and I approved it. I did not know at the time, the school was already in a binding contract with McInnis for part of the work. I was not fully aware that the 471 was actually a bidding process. If it was done correctly, I would have signed a contract with you for the work, but no contract was ever entered into so I did not know. The present bidder is handling the entire grant work and has ordered some of the equipment. I did not know until last week, after attending an Erate meeting with the State Department of Education, that what I had done, and was doing was not that easily changed. I was told that I could do a change of vendors but only if you agreed. This was not done intentionally. What ever you decide, I need to know so I will know what to do from here.

Thank you for your time in this matter.

Carol Borgognoni  
Coahoma Agricultural High School

SPIN  
CHANGE

**From:** "Ken Thompson" <KThompson@mde.k12.ms.us>  
**To:** <tcl@columbiaschools.org>  
**Date:** 12/18/2002 11:41:18 AM  
**Subject:** [MS-TCList] ERATE: SPIN Change E-mail Address

Mississippi Technology Coordinators Mailing List

As an FYI...

If you are doing a SPIN Change Letter, you should send it by e-mail rather than regular mail. There seems to be a much faster turnaround time. Follow the same process and send it to the following e-mail address:

SLDCorrespondenceUnit@sl.universalservice.org

Ken

---

Ken Thompson  
State E-Rate Coordinator  
Help Desk Supervisor  
Management Information Systems  
Mississippi Department of Education  
P. O. Box 771, Suite 152  
Jackson, MS 39205  
Phone: (601) 359-3487  
FAX: (601) 359-3750  
Help Desk: (601) 359-2837  
kthompson@mde.k12.ms.us  
CAN, E-Rate, MIS User Support Services  
<http://www.mde.k12.ms.us/mis/erate>

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Mississippi Technology Coordinators List

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To subscribe to this list send the following information to

[subscriptions@oet.k12.ms.us](mailto:subscriptions@oet.k12.ms.us)

Your Name  
Your School District  
Your Position in the district

Valid List Commands Are:

\*\*\*\*\*  
UNSUBSCRIBE  
\*\*\*\*\*

To unsubscribe from a list, send a mail message to

From: "Brandon Stallings" <julianconstruction@msn.com>  
To: <cborgognoni@mde.k12.ms.us>  
Date: 01/08/2003 4:49:21 PM  
Subject: Fwd: Julian Construction's New SPIN

Hello,

i think you have been weighting for this

Thank you  
Brandon  
615-405-3018

>From: "FCC Form 498" <form498@bcd.universalservice.org>  
>Reply-To: "FCC Form 498" <form498@bcd.universalservice.org>  
>To: <julianconstruction@msn.com>  
>Subject: New SPIN  
>Date: Wed, 8 Jan 2003 11:41:26 -0500  
>  
>Julian Construction, LLC  
>  
>RE: Service Provider Identification Number (SPIN) Issuance.  
>  
>Dear Brandon Stallings,  
>  
>The USAC Billing and Disbursement Department has received and processed  
>your  
>FCC Form 498, Service Provider Information Form. After careful review of  
>the documentation, your request for a Service Provider Identification  
>Number  
>(SPIN) has been approved. Your SPIN is 143026238. Please maintain this  
>number in your records as it uniquely identifies your organization and will  
>assist us in providing prompt service in the future.  
>  
>Should you have any questions, or if we can be of any further assistance,  
>please contact us at 1-888-641-8722.  
>  
>Sincerely,  
>  
>USAC Billing and Disbursement Department

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The new MSN 8: smart spam protection and 2 months FREE\*  
<http://join.msn.com/?page=features/junkmail>



## Corrective SPIN Change

A request to correct a Service Provider Identification Number (SPIN) is a request to change a SPIN that usually does not change the actual service provider. There are three categories of SPIN corrections that the SLD will consider upon written request.

- We made a data entry error - or you did: If a service provider or SPIN is incorrectly named or indicated in a Receipt Acknowledgment Letter or a Funding Commitment Decision Letter, the SLD will correct the SPIN upon written request and verification. This includes situations where the right company was named, but the wrong SPIN associated with that company was indicated. (PLEASE NOTE: SPIN corrections CANNOT be used in a situation where the original Funding Request Number (FRN) was denied (such as, for Telecommunications Services where the service provider was determined not to be eligible); denials have to be addressed through the Appeals process. The SLD can grant the appeal if there is evidence that an ambiguity existed about which SPIN to use.)
- The original service provider has, in part or whole, merged with, or been acquired by, another company: If a service provider's SPIN has changed due to the merger of companies or the acquisition of one company by another, the SLD will correct the SPIN upon written request and verification. (Generally, the service provider will do this. However, there may be occasions when the applicant will need to bring the situation to the SLD's attention and request a SPIN change.)
- Other instances when the service provider indicated on the Form 471 was changed, and the applicant did not initiate the change.

**Corrective SPIN changes must be postmarked or received no earlier than the date of your Receipt Acknowledgment Letter (RAL), unless you have been contacted by the SLD about this application, and no later than the last date to submit an invoice.**

For guidance on an Operational SPIN change - which is a change to the actual service provider - please refer to **Operational SPIN Change** in the Reference Area of this web site.

<http://www.sl.universalservice.org/reference/CorrectiveSpin.asp>

**SL Overview**

**Applicants** ▼

**Service Providers** ▼

**Reference Area**

**SL Forms**

**Data Requests**

**Funding Commitments** ▼

**Site Map**

**PIN Request Area**

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## How to Request a Corrective SPIN Change

You can request a SPIN correction (not substituting the actual provider of your service, but instead correctly identifying that provider) while your application is under review or after commitment has been made. PLEASE NOTE: a request to change the SPIN on a Telecommunications Services FRN to a service provider that is not eligible to provide such services will result in a denial of the request.

### 1. To correct a SPIN while your application is under review:

Wait until you receive your Receipt Acknowledgment Letter (RAL) confirming that your application has been entered into our data system. Photocopy the RAL.

On the FRN that requires a SPIN correction, line out the incorrect SPIN and service provider name and write the correct SPIN and service provider name next to it. Add a note identifying this as a Corrective SPIN change and which allowable correction category it falls into. The allowable correction categories are:

- A data entry correction
- A merger/acquisition correction
- A correction due to a change that was not initiated by the applicant.

If the reason for the change falls into the last category, a brief explanation should be provided of the circumstances requiring the change.

Make sure that your contact information at the beginning of the letter is correct. Our SPIN team may need to reach you in order to process your request.

Send your marked-up RAL to Data Entry Corrections within three weeks of the date on the RAL as follows:

By fax to:

(973) 599-6526

Please include a fax cover page to ATTN: Data Entry Corrections and indicate the number of pages you are faxing.

By mail or express delivery service to:

Data Entry Corrections  
Schools and Libraries Division  
Box 125 - Correspondence Unit



80 S. Jefferson Road  
Whippany, NJ 07981

If we receive your Corrective SPIN Change request in time, and are able to confirm that it is allowable, the correction will be reflected in your Funding Commitment Decision Letter.

## **2. To correct a SPIN after commitment has been made:**

PLEASE NOTE: Corrective SPIN Changes CANNOT be used in a situation where the original FRN was denied (such as, for Telecommunications Services where the service provider was determined not to be eligible); denials have to be addressed through the Appeals process.

You or your service provider can request a Corrective SPIN Change by indicating the service provider name and SPIN indicated on the Funding Commitment Decision Letter and the correct service provider name/SPIN to be reflected on SLD records.

Corrective SPIN change requests must be in writing. You must supply the following information in your request.

1. Submitter of request
2. Billed Entity Number
3. Funding Request Number (FRN)
4. Form 471 Application Number
5. Applicant Name
6. Applicant Contact
7. Applicant Phone
8. Applicant E-mail address
9. Original SPIN
10. Original Service Provider
11. Original Service Provider Contact
12. Original Service Provider Phone
13. Original Service Provider E-mail address
14. New SPIN
15. New Service Provider
16. New Service Provider Contact
17. New Service Provider Phone
18. New Service Provider E-mail address
19. Reason for change. If the change is for a reason other than a data entry error or a merger/acquisition, please give a brief explanation of the circumstances requiring the change.

The request may be sent by regular mail, fax, or e-mail.

### **Regular Mail**

The letter should be labeled "Corrective SPIN Change" and sent to:

<http://www.sl.universalservice.org/reference/CorrectiveSpin.asp>

1/13/2003

Corrective SPIN Change  
Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 S. Jefferson Road  
Whippany, NJ 07981

**Fax**

Please include a fax cover page to ATTN: Corrective SPIN Change and indicate the number of pages you are faxing. The Fax Number is (973) 599-6526.

**E-mail**

The subject line of the e-mail should include the words "Corrective SPIN Change." The e-mail address is:

**[SLDCorrespondenceUnit@sl.universalservice.org](mailto:SLDCorrespondenceUnit@sl.universalservice.org)**

Revised 1/2/03

[Go back to  
Previous Page](#)

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[SL Overview](#) | [Applicants](#) | [Service Providers](#) | [Reference Area](#) | [SL Forms](#) | [Data Requests](#) | [Funding Commitments](#) | [Site Map](#)  
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## SPIN Change Guidance

In certain situations, applicants and service providers can request a change of the Service Provider Identification Number (SPIN). A SPIN change may either be a Corrective SPIN Change or an Operational SPIN Change.

**When you submit a SPIN change request, the request must clearly identify whether it is a Corrective SPIN Change or an Operational SPIN Change.**

Additionally, in situations where the original service provider (as indicated on the Form 486) has gone out of business or has filed for bankruptcy protection before processing BEAR payment(s) for applicants, the SLD may now assist applicants in obtaining such BEAR payments through a "Good Samaritan" service provider. Please refer to **"Good Samaritan" Solution for Certain Applicants** if this applies to you.

### Corrective SPIN Change

A Corrective SPIN change is a notification to the Schools and Libraries Division (SLD) that the SPIN associated with a Funding Request Number (FRN) is not correct. This occurs when (1) either the applicant or the SLD made a data entry error or (2) a change occurred that was not initiated by the applicant. Corrective SPIN changes include the following:

1. Data entry errors made by the applicant or the SLD when the Form 471 was submitted on paper or by the applicant when the Form 471 was submitted online. This includes entering the wrong SPIN on the Form 471 because you entered the SPIN for another provider or entering the wrong SPIN because your provider has multiple SPINs and you choose the wrong one.
2. The original service provider has merged with, or been acquired by, another company and the SPIN indicated on the FRN has changed.
3. Other instances when the SPIN indicated on the Form 471 changed when such change was not initiated by the applicant.

[SL Overview](#)

[Applicants](#) ▼

[Service Providers](#) ▼

[Reference Area](#)

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[Data Requests](#)

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Corrective SPIN changes requests must be **postmarked or received** no earlier than the date of your Receipt Acknowledgment Letter (RAL) unless you have been contacted by the SLD for clarification about this application, and **postmarked or received** no later than the last date to submit an invoice. Please refer to the **Invoicing Deadlines and Extension Requests** posted in the Reference Area of this web site for a discussion of invoice deadlines.

Click on this link to review the instructions for submitting a **Corrective SPIN Change**.

### **Operational SPIN Change**

An Operational SPIN change is a request to change the service provider associated with an FRN. The change in service providers is the result of a deliberate decision by the applicant to change the service provider supplying the services for an FRN.

Operational SPIN changes must be **postmarked or received** no earlier than the date of your Funding Commitment Decision Letter (FCDL) and **postmarked or received** no later than the last date to submit an invoice. Please refer to the **Invoicing Deadlines and Extension Requests** posted in the Reference Area of this web site for a discussion of invoice deadlines. Note that SLD will not process requests for pre-commitment Operational SPIN changes.

Click on this link to review the instructions for submitting an **Operational SPIN Change**.

Revised 12/23/02

[Go back to  
Previous Page](#)

[FAQs](#) | [Contacts](#) | [Get Help!](#) | [Site Tour](#)  
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**From:** Carol Borgognoni  
**To:** SLDCorrespondenceUnit@sld.universalservice.org  
**Date:** 01/13/2003 1:48:05 PM  
**Subject:** SPIN CHANGE

Coahoma Agricultural High School  
Technology Department  
3240 Friars Point Road  
Clarksdale, MS 38614  
Phone 662-621-4260  
Fax 662-624-4315

**SPIN CHANGE**

1.Submitter of request Carol Borgognoni2. Billed Entity Number 1285353.Funding Request Number (FRN) 8234404.Form 471 Application Number 3142995.Applicant Name Coahoma Agricultural High School6.Applicant Contact Carol Borgognoni7. Applicant Phone 662-621-42608. Applicant E-mail address cborgognoni@mde.k12.ms.us9.Original SPIN 14300469410.Original Service Provider MicroWarehouse11.Original Service Provider Contact John McClure12. Original Service Provider Phone 800-696-1727 X717413. Original Service Provider E-mail address mcclurej@mwhse.com14. New SPIN 14302623815.New Service Provider Julian Construction16. New Service Provider Contact Brandon Stallings17. New Service Provider Phone 615-405-301818.New Service Provider E-mail address julianconstruction@msn.com19. Reason for change. If the change is for a reason other than a data entry error or a merger/acquisition, please give a brief explanation of the circumstances requiring the change. The original 470 was not bid properly. The bid process was not correctly done until September. At that time a sealed bids were received and a new service provider (Julian Construction) won the bid. The RFP included work from this SPIN as well as another. The other SPIN was McInnis Equipment which is also enclosed. There was no award of this equipment to any vendor and there was no signed contract.

**SPIN CHANGE**

1.Submitter of request Carol Borgognoni2. Billed Entity Number 1285353.Funding Request Number (FRN) 8234434.Form 471 Application Number 3133415.Applicant Name Coahoma Agricultural High School6.Applicant Contact Carol Borgognoni7. Applicant Phone 662-621-42608. Applicant E-mail address cborgognoni@mde.k12.ms.us9.Original SPIN 14300622210.Original Service Provider McInnis Equipment11.Original Service Provider Contact Larry Hammell12. Original Service Provider Phone 601-372-201413. Original Service Provider E-mail address mcclurej@mwhse.com14. New SPIN 14302623815.New Service Provider Julian Construction16. New Service Provider Contact Brandon Stallings17. New Service Provider Phone 615-405-301818.New Service Provider E-mail address julianconstruction@msn.com19. Reason for change. If the change is for a reason other than a data entry error or a merger/acquisition, please give a brief explanation of the circumstances requiring the change. The original 470 was not bid properly. The bid process was not correctly done until September. At that time a sealed bids were received and a new service provider (Julian Construction) won the bid. The RFP included work from this SPIN as well as another were combined into one. The other SPIN was MicroWarehouse, which was from the previous SPIN change form. There was no signed contract. Attached is a copy of the email correspondence with McInnis explaining the SPIN change and why. Julian Construction is now in the process of completing the work.

**From:** "Larry Hamel" <larry@mcinnisco.com>



**From:** "SLD Correspondence Unit" <SLDCorrespondenceUnit@sl.universalservice.org>  
**To:** <cborgognoni@mde.k12.ms.us>  
**Date:** 01/13/2003 1:53:20 PM  
**Subject:** Re: SPIN CHANGE

Thank you for sending an email inquiry to the SLD. This message serves as a receipt confirmation. While the SLD researches your inquiry, please note that you may also refer to the SLD website ([www.sl.universalservice.org](http://www.sl.universalservice.org)) for program information.

**From:** Carol Borgognoni  
**To:** SLDCorrespondenceUnit@sl.universalservice.org  
**Date:** 01/14/2003 12:59:27 PM  
**Subject:** Operational SPIN Change

Operational SPIN change requests must be in writing. You must supply the following highlighted information explicitly stated (word for word) in your request:

1. Billed Entity Number 128535
2. Applicant Name Coahoma Agricultural High School
3. Funding Request Number (FRN) 823440
4. Form 471 Application Number 314299
5. Applicant Contact Carol Borgognoni
6. Applicant Phone 662-621-4260
7. Applicant E-mail address cborgognoni@mde.k12.ms.us
8. Original SPIN 143004694
9. Original Service Provider MicroWarehouse
10. Original Service Provider Contact John McClure
11. Original Service Provider Phone 800-696-1727 X7174
12. Original Service Provider E-mail address mcclurej@mwhse.com
13. New SPIN 143026238
14. New Service Provider Julian Construction
15. New Service Provider Contact Brandon Stallings
16. New Service Provider Phone 615-405-3018
17. New Service Provider E-mail address julianconstruction@msn.com
18. The proposed effective date of the SPIN change (if the service provider has already been changed, this date would be in the past). October 17, 2002
19. The following certification: "I certify that (1) all SPIN changes requested in this letter are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) the applicant has notified its original service provider of its intent to change service providers."

Carol Borgognoni  
Technology Specialist  
Coahoma Agricultural High School  
3240 Friars Point Road  
Clarksdale, MS 38614  
1-662-621-4260  
cborgognoni@mde.k12.ms.us



**From:** Carol Borgognoni  
**To:** SLDCorrespondenceUnit@sl.universalservice.org  
**Date:** 01/14/2003 12:59:27 PM  
**Subject:** Operational SPIN Change

Operational SPIN change requests must be in writing. You must supply the following highlighted information explicitly stated (word for word) in your request:

1. Billed Entity Number 128535
2. Applicant Name Coahoma Agricultural High School
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5. Applicant Contact Carol Borgognoni
6. Applicant Phone 662-621-4260
7. Applicant E-mail address cborgognoni@mde.k12.ms.us
8. Original SPIN 143004694
9. Original Service Provider MicroWarehouse
10. Original Service Provider Contact John McClure
11. Original Service Provider Phone 800-696-1727 X7174
12. Original Service Provider E-mail address mcclurej@mwhse.com
13. New SPIN 143026238
14. New Service Provider Julian Construction
15. New Service Provider Contact Brandon Stallings
16. New Service Provider Phone 615-405-3018
17. New Service Provider E-mail address julianconstruction@msn.com
18. The proposed effective date of the SPIN change (if the service provider has already been changed, this date would be in the past). October 17, 2002
19. The following certification: "I certify that (1) all SPIN changes requested in this letter are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) the applicant has notified its original service provider of its intent to change service providers."

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Technology Specialist  
Coahoma Agricultural High School  
3240 Friars Point Road  
Clarksdale, MS 38614  
1-662-621-4260  
cborgognoni@mde.k12.ms.us

From: "SLD Correspondence Unit" <SLDCorrespondenceUnit@sl.universalservice.org>  
To: <cborgognoni@mde.k12.ms.us>  
Date: 01/14/2003 12:54:38 PM  
Subject: Re: Operational SPIN Change

Thank you for sending an email inquiry to the SLD. This message serves as a receipt confirmation. While the SLD researches your inquiry, please note that you may also refer to the SLD website ([www.sl.universalservice.org](http://www.sl.universalservice.org)) for program information.



## Operational SPIN Change

Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 S. Jefferson Road  
Whippany, NJ 07981

### Fax

Please include a fax cover page to ATTN: Operational SPIN Change and indicate the contact name, phone number and, if available, an e-mail address the number of pages you are faxing. The Fax Number is (973) 599-6526.

### E-mail

The subject line of the e-mail should include the words "Operational SPIN Change". The e-mail address is:

[SLDCorrespondenceUnit@sl.universalservice.org](mailto:SLDCorrespondenceUnit@sl.universalservice.org)

Once your SPIN change has been completed, we will notify you and all affected service providers.

Thank you for participating in the Universal Service support program for Schools and Libraries.

Schools and Libraries Division  
Universal Service Administrative Company

**From:** "SLD Correspondence Unit" <SLDCorrespondenceUnit@sl.universalservice.org>  
**To:** <cborgognoni@mde.k12.ms.us>  
**Date:** 01/14/2003 1:01:00 PM  
**Subject:** Re: Operational SPIN Change

Thank you for sending an email inquiry to the SLD. This message serves as a receipt confirmation. While the SLD researches your inquiry, please note that you may also refer to the SLD website ([www.sl.universalservice.org](http://www.sl.universalservice.org)) for program information.



From: Carol Borgognoni  
To: SLDCorrespondenceUnit@sl.universalservice.org  
Date: 01/14/2003 1:05:11 PM  
Subject: Operational SPIN Change

Operational SPIN change requests must be in writing. You must supply the following highlighted information explicitly stated (word for word) in your request:

1. Billed Entity Number 128535
2. Applicant Name Coahoma Agricultural High School
3. Funding Request Number (FRN) 820443
4. Form 471 Application Number 313341
5. Applicant Contact Carol Borgognoni
6. Applicant Phone 662-621-4260
7. Applicant E-mail address cborgognoni@mde.k12.ms.us
8. Original SPIN 143006222
9. Original Service Provider McInnis Electric, Inc.
10. Original Service Provider Contact Larry Hammell
11. Original Service Provider Phone 601-372-2014
12. Original Service Provider E-mail address larry@mcinnisco.com
13. New SPIN 143026238
14. New Service Provider Julian Construction
15. New Service Provider Contact Brandon Stallings
16. New Service Provider Phone 615-405-3018
17. New Service Provider E-mail address julianconstruction@msn.com
18. The proposed effective date of the SPIN change (if the service provider has already been changed, this date would be in the past). October 17, 2002
19. The following certification: "I certify that (1) all SPIN changes requested in this letter are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) the applicant has notified its original service provider of its intent to change service providers."

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